

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, October 18, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Michael Welch-Chair, Paul Kendle-Vice Chair, Tom Diedrick, Rich Aicher, Darlene Hallet

OTHERS PRESENT: Nikki Aderholdt, Robyn Hallet, Rob Strong, Chip Law, DonElla Payne, Matt Roberts, Dave Swanson, Allison Draheim.

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 20, 2010, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the minutes from the September 20, 2010, meeting of the Brown County Housing Authority. Motion carried.

M. Welch indicated that per request, the agenda will be taken out of the originally indicated order; item 8 will be taken first, and item 6 will be heard before item 5.

A motion was made by D. Hallet, seconded by T. Diedrick, to take the mentioned items out of order. Motion carried.

8. Discussion and possible action on Unsheltered Families with Children.

R. Hallet stated that several weeks ago many different community service providers were invited to a meeting to discuss the unprecedented number of homeless families with children and how it's affecting those families and the community, particularly the school districts. R. Hallet introduced Allison Draheim, who heads the McKenny-Vento grant with the Green Bay School District.

A. Draheim stated that the meeting that was mentioned illustrated that this year, there are a lot of families that have no place to go. This has occurred at the beginning of every school year, but not at the level at which it has started this year. A. Draheim indicated that she met with supervisors of human services and the president of the homeless coalition in Brown County, and they have discussed the issue, looking at what the community is going to do. A. Draheim indicated she also talked to Tana Koss, who is the Crisis Center director of Family Services, and she's been gathering statistics which indicated between 10 and 15 families per month don't have a place to go in our community.

A. Draheim indicated that either the families are not successful at staying at a shelter or they have exhausted other resources. A result of this is their children

are missing school and they don't have a roof over their heads at night. In an effort to attack this problem, a community-wide team has been created, comprised of professionals in the field of housing. The team is in the process of applying for grant monies which would fund the efforts. However, the awards are not scheduled to be approved until February 2011, which leaves a gap of time with no funding. The question arises: what is the community going to do in the interim to address crisis?

A. Draheim stated that JOSHUA has gotten involved, and held a meeting last week regarding this issue. An individual present at this meeting contributed \$6,000 toward the effort to provide housing to any human being with offspring. A. Draheim indicated that the greatest loss taking place is the interruption in education for the children. If the children's basic needs continue to go unmet, they will be your dropouts, your adults in the criminal justice system, and they will cost the taxpayers much more money than they are now.

A. Draheim indicated that as of today, Green Bay School District has 183 families who are considered homeless; 40 unaccompanied youth, which are youth with no parental figure in their lives; 48 children that are not enrolled in school; and 100 children in surrounding school districts in Brown County that are homeless.

R. Hallet stated that she wanted to bring this to the BCHA's attention, to allow for possible discussion to determine if the Authority would like to contribute in some way to this cause.

M. Welch questioned how promptly these families can move throughout the program. D. Payne stated that there is another program at ICS called Leaving Homelessness Behind. Under this program if a family will qualify for housing, ICS will immediately begin working with the family under the Leaving Homelessness Behind program, before they receive a Voucher, providing case management services and assisting the family in finding a housing unit. A portion of their rent in this unit is paid for under this program. This program is set up identical to the HCV and Family Self-Sufficiency programs.

R. Strong questioned what the eligibility requirements and the preferences are under this program. D. Payne responded that these families fall under the waiting list preference of 'families with children'. D. Payne stated that over the last few months, ICS has been exploring the possibility of updating the preference categories to include homeless families with children and will be bringing this to the Authority at a future meeting.

A. Draheim stated that the case management is the critical piece. C. Law stated that Leaving Homeless Behind acts like a bridge to the Housing Choice Voucher program. Although the case management cannot be mandatory once a Voucher is issued, the hope is that ICS does a good enough job that the individual sticks with the case management voluntarily.

R. Strong questioned how far the \$6,000 donation will go. A. Draheim indicated it would last about four to five weeks. A large "ask" will be taking place this coming

Friday morning, in which a meeting will be held, including several predominant individuals who have been invited and it is hopeful that they will donate to the cause.

D. Hallet questioned what R. Hallet's thoughts were on the Authority's actions today. R. Hallet responded that initially she was hoping the BCHA would be interested in contributing a donation, perhaps \$5,000, to fill the mentioned gap. As with the other \$6,000 donation, the money would go to the Crisis Center who would use it to put homeless families in motels or utilized toward more stable housing, if available.

R. Aicher suggested that we limit our assistance to families in the area school districts, who we know are residents of Brown County.

A motion was made by T. Diedrick, seconded by R. Aicher, to donate \$20,000 to ICS' Leaving Homelessness Behind program to increase capacity. ICS was advised to look for a match to this \$20,000 donation. The BCHA advised ICS to provide reporting in regards to this donation. Motion carried.

A motion was made by T. Diedrick, seconded by P. Kendle, to donate \$6,000 to match a previous donation to the problem of unsheltered families with children, designated to the Crisis Center as a stop-gap measure. Motion carried.

R. Strong indicated that a letter of understanding would be drafted between the BCHA and ICS as well as the Crisis Center in regards to the donations.

A. Draheim thanked the Authority for their time and donations. R. Hallet and R. Strong also extended their appreciation for the donations.

A motion was made by R. Aicher, seconded by T. Diedrick, to return to the normal order of business. Motion carried.

COMMUNICATIONS:

2. Letter from NeighborWorks® Green Bay to Integrated Community Solutions regarding HQS inspections of NeighborWorks® Project Based Units.

M. Roberts stated that there is a Memorandum of Understanding in place between the Housing Authority, ICS, and NeighborWorks to allow NeighborWorks to conduct their own pre-move in HQS inspections on NeighborWorks properties to speed up the lease-up process. M. Roberts indicated that he meet with Noel Halvorsen of NeighborWorks and indicated that ICS would guarantee project-based inspections within 10 days after requested. NeighborWorks found this to be sufficient, and therefore has agreed to allow ICS to resume conducting the pre-move in inspections for NeighborWorks properties.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications

D. Payne stated that there were 146 preliminary applications for September.

B. Housing Assistance Payments

D. Payne stated that HAP was \$1,018,666.00 for September.

C. Housing Assistance Unit Count

D. Payne stated that there were 2,756 for September, which is starting to increase since doubling the number of briefings and issuance of Vouchers. The count is not where it needs to be yet, but it is headed in the right direction.

D. Housing Quality Standard Inspection Compliance

M. Roberts stated that for September, ICS completed a total of 472 inspections, two above last month. August was the highest month to date prior to September. The initial pass rating was at 44.7 percent; the pass re-evaluation was at 24.3 percent; and the fail at 39.3 percent.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

C. Law stated that year-to-date, ICS is \$11,705.00 under budget, which is back on track.

F. Portability Activity

D. Payne stated that there were 44 port-outs in September, amounting to \$32,134.02, and 10 port-ins, amounting to \$3,181.00.

G. SEMAP Monitoring Report

D. Payne stated that the BCHA is still a standard achiever due to the utilization scoring. Staff is continuing to see extra applicants until the numbers are where they need to be.

H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.

D. Payne stated that there were 102 FSS clients as of September. There were 35 escrow accounts. There were no FSS graduates for September.

I. Report on the Housing Choice Voucher Home Ownership Option.

D. Payne stated that there were 94 participants in September and one new contract.

J. VASH Reports

D. Payne stated that there were six active VASH Vouchers in September.

K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

D. Payne stated that there were five new investigations assigned and two which were closed and 8 still active. There were 70 new applications processed, 27 record checks, and six additions to households.

D. Swanson indicated it is taking more time to complete investigations now because they are trying to be more thorough to provide necessary documentation as needed for criminal prosecution, so this has been a challenge. He also indicated that Nan Langan has assumed a leadership role with Langan Investigations to continue to provide investigative services. Langan Investigations is also changing their name to Langan & Associates.

OLD BUSINESS:

4. Discussion and possible action regarding County Board's request to analyze the amount of community services that HCV recipients use.

R. Hallet stated that prior to this meeting, staff was able to make headway with an obstacle it had faced with this, so this item no longer needs to be addressed.

NEW BUSINESS:

6. Discussion and action on 2011 Voucher Payment Standards.

D. Payne stated that the 2011 Payment Standards look confusing because there are three standards that approval is being sought for. The reason for this is because the Fair Market Rents provided by HUD decreased this year instead of increasing as they typically have. D. Payne stated that a PHA cannot decrease the Voucher Payment Standards without a two year notice to affected participants. The Payment Standards for within the City of Green Bay would remain the same in 2011. However, units outside the city limits will fall under one of two Payment Standards: Participants that are admitted to the HCV program as of January 1, 2011, would have Payment Standards at 110 percent of the Fair Market Rents. For participants already on the program, their Payment Standards would be higher than the 110 percent due to the requirement to provide them with the two-year notice. ICS will inform participants by including a statement on their authorization letter that the following year they will experience a decrease in the Payment Standard. D. Payne stated that this statement would be included on the authorization letters for all participants, so that ICS will not have to redo this process for other participants if it would become necessary in the future.

A motion was made by P. Kendle, seconded by D. Hallet, to approve the 2011 Voucher Payment Standards. Motion carried.

5. Review and approval of revisions to Chapter 17 (Project Based Vouchers) of the Housing Choice Voucher Administrative Plan.

R. Hallet stated that this primarily came about because of the project with Cardinal Capital. In reviewing Chapter 17, we realized a few areas where changes were necessary. R. Hallet stated that the largest change occurs regarding the 25 percent per building cap: If so indicated in our Administrative Plan, we may allow more than 25 percent of units in a building to be project-based if they are "excepted" units. This is the situation with Cardinal Capital, therefore we need to adjust our written plan to reflect that we have adopted this policy. This section goes on to state the supportive services that such project based units will provide and how we will monitor those services.

R. Hallet stated that the change regarding the 25 percent cap is cited several times throughout the chapter. The second change indicates that the BCHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than 15 years, which we were previously informed is now permitted by HUD.

R. Hallet that the third and final change being proposed is making it BCHA policy that the total gross rent must not exceed 110 percent of the current Fair Market Rent for the area upon commencement of assistance in a project-based unit. Previously the wording was *"less than or equal to the current payment standard."*

A motion was made by D. Hallet, seconded by T. Diedrick, to approve the proposed revisions to Chapter 17 of the Housing Choice Voucher Administrative Plan. Motion carried.

R. Strong stated that the staff may be coming back to the Authority again in the future if other policy considerations are needed for this chapter.

7. Review and action on the Brown County Housing Authority 2011 Annual Agency Plan.

D. Payne stated that HUD had originally indicated that the BCHA did not need to submit an annual plan. However, they were later informed this was in error and the BCHA does in fact need to submit one for this year.

R. Hallet stated that part of the process requires a public hearing. Before this hearing can occur a 45-day notice must be given. The public hearing will be held in November. As always, there's the potential that someone from the public may comment, which could affect the Plan. However, that has never happened. Authorization is being requested in advance so that once the public hearings are completed, the plan can be submitted immediately.

A motion was made by P. Kendle, seconded by D. Hallet, to approve the BCHA 2011 Annual Agency Plan. Motion carried.

INFORMATIONAL:

9. Senior Accountant received certification for HCV Financial Management.

R. Hallet stated that M. Schampers, the Senior Accountant, recently went to this training and passed his certification exam.

BILLS:

R. Hallet distributed the amended bills.

A motion was made by R. Aicher, seconded by T. Diedrick, to approve the bills. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

STAFF REPORT:

None.

The meeting was adjourned at 4:21 p.m.

Brown County Housing Authority

List of Bills

October 18, 2010

<u>Description</u>	<u>Amount</u>
Conversion Program	
Section 8 Program:	
Green Bay City Treasurer (Aug 10, IP Phone Allocations)	15.00
Integrated Community Solutions (FSS Merit Awards)	1,500.00
Schenck Business Solutions (2009 Audit Fee)	367.50
80-81 CDBG Program:	
NeighborWorks Green Bay (DPCC Assistance Loan - 136 Antoinette)	5,500.00
84 CDBG Program:	
Matt Schampers (Travel Exp Claim-84 CDBG Training)	298.00
WHNCP Program:	
B.C. Rental Rehab Loans:	
Revenue Bond Program:	
WHEDA Program:	
HCRI Program:	
HOME Program:	
HOME Program-Rpd CHDO Qualify:	
Total Bills	\$ 7,680.50

Brown County Housing Authority
Status of Funds
As of 9/30/10

ACCOUNT TITLE	70		73		74	
	1999 HOME		Repaid MHA		Repaid CHDO Qual	
	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget
REVENUE						
HOME Revenue						
State Revenue						
Loan Repayments						
TOTAL REVENUE	-	-	-	-	-	-
EXPENSES						
Administration						
Audit Expense						
Acquisition for Rehabilitation						
Home Buyer Assistance						
TOTAL EXPENSES	-	-	-	-	-	-
SURPLUS						
Reserved Surplus - 12/31/09	17,310.00		25,230.00		114,200.00	
Provision for Reserve	-	-	-	-	-	-
TOTAL SURPLUS	17,310.00	-	25,230.00	-	114,200.00	-

The credit balance in this reserve account is subject to all requirements for the program listed in 24 CFR 92. The contractor must certify that all program income will be recorded and will be used for low-income housing purposes consistent with this Contract. If at any time changes in the use of program income are considered, the Contractor will submit to the Department for approval a plan detailing the proposed use of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calendar year.

Brown County Housing Authority
Status of Section 8 Funds
As of 9/30/10

Account Description	Conversion		Vouchers	
	YTD Actual	Annual Budget	YTD Actual	Annual Budget
REVENUE				
HUD Section 8 Income			\$ 9,964,087.00	\$ -
HUD Adm Fee Income			\$ 1,048,995.00	\$ -
HUD FSS/Home Ownership Coord Inc			\$ 67,733.00	\$ -
Other Income - Grant			\$ 5,637.50	\$ -
Interest on General Fund Inv.			\$ 1,386.51	\$ -
Interest on Investments			\$ 2,001.23	\$ -
Interest - ICS HAP			\$ 98,001.48	\$ -
Fraud Recovery Retained			\$ 11,187,651.42	\$ -
TOTAL REVENUE				
EXPENSES				
Administrative Salaries			\$ 18,612.84	\$ -
Legal Fees			\$ -	\$ -
Staff Training			\$ 1,569.93	\$ -
Travel			\$ -	\$ -
Accounting & Auditing Fees			\$ 6,250.00	\$ -
Audit Fees - ICS			\$ -	\$ -
Printing			\$ 623.14	\$ -
Postage			\$ 206.34	\$ -
Office Supplies			\$ 139.72	\$ -
Memberships			\$ 50.00	\$ -
Publications			\$ -	\$ -
Telephone			\$ 61.28	\$ -
Sundry Admin - Miscellaneous			\$ 1,995.75	\$ -
Contract Costs			\$ 18.08	\$ -
Contract Costs - ICS - Vouchers			\$ 985,181.97	\$ -
Contract Costs - ICS FSS/Home			\$ 97,119.00	\$ -
Insurance			\$ 4,245.98	\$ -
Fringe Benefits			\$ 9,578.32	\$ -
Network Sec & Homeownership Counseling			\$ -	\$ -
Housing Assistance Payments			\$ 9,106,515.45	\$ -
Depreciation Expense			\$ -	\$ -
Adm Sal - Fraud			\$ 2,955.01	\$ -
Fringe Ben - Fraud			\$ 12.07	\$ -
Legal - Fraud			\$ 4,677.00	\$ -
Misc - Fraud			\$ 33,359.52	\$ -
Prior Period Adjustment			\$ -	\$ -
TOTAL EXPENSES			\$ 10,273,231.32	\$ -
SURPLUS				
Reserved Surplus - 12/31/09			\$ 1,473,162.14	\$ -
Other Income from homeownership			\$ -	\$ -
Reimb ICS for prior losses (* incl in prov for reserve total)			\$ -	\$ -
Provision for Reserve			\$ 914,420.10	\$ -
TOTAL SURPLUS			\$ 2,387,582.24	\$ -
			ICS	BCHA
				TOTAL
Reserved Surplus - Home Ownership			\$ 127,503.58	\$ 127,503.58
Held at ICS - HAP surplus			\$ 30,988.81	\$ 985,555.77
Held at BCHA - Adm Res Surplus 12/31/09			\$ -	\$ 85,162.71
Held at BCHA - ICS res surplus - 12/31/09			\$ 6,434.15	\$ 41,511.97
Held at BCHA - FSS ICS - 12/31/09			\$ 37,422.96	\$ 62,491.74
FSS Escrow			\$ 100,884.24	\$ 1,349,648.73
			\$ 138,307.20	\$ 100,884.24
			TOTAL SURPLUS	HELD @ ICS

Credit balance in the Reserved Surplus account shall be available for use by the PHA for projects other than HAP projects and for other enterprises of the PHA, if permitted by State and local law. Please refer to HUD Handbook 7420.6, Chapter 2, Page 14, and Annual Contributions Contract, Section 12, Administrative Fee Reserve.

Pursuant to Section IV, Part A, of the Section 8 contract between Integrated Community Services and the Brown County Housing Authority, a separate reserve may be accumulated and held by Integrated Community Services for future funding of cumulative obligations of the Section 8 Program. ICS receives all HUD funds for housing assistance payments, all preliminary administration and 97.5% of regular administration. ICS may deduct from these funds all housing assistance payments paid or committed and actual and allocated costs for administration. All excess funds will be held in the separate reserve. ICS may not without the consent of the Brown County Housing Authority withdraw administration amounts in excess of the amount allowable by HUD for the twelve month period. Amounts due and owing to ICS shall not exceed the cumulative amount allowable by HUD in housing assistance payments, preliminary administration and regular administration. Upon termination of this agreement, the net amount, if any, shall be returned to the Housing Authority. This balance is a part of the BCHA's reserved surplus.

Brown County Housing Authority
Status of Funds
As of 9/30/10

ACCOUNT TITLE	YTD Actual	84 CDBG	Annual Budget
REVENUE			
54 00 01 Interest on Investments		125.12	
54 00 02 Deferred Payment Loan Program			
TOTAL REVENUE		125.12	-
EXPENSES			
54 00 01 Administration			
54 00 xx Salaries and Wages		42.27	
54 00 xx Audit			
54 00 xx Miscellaneous			
54 00 xx Contract Cost - Administration			
54 00 xx Employee Benefits		28.22	
54 00 01 Miscellaneous			
54 00 21 Repap of Prop - Sec 8 HO			
54 00 21 NHS - Section 8 Home Ownership			
TOTAL EXPENSES		70.49	-
SURPLUS			
Reserved Surplus - 12/31/09		55,549.91	55,549.91
Provision for Reserve		54.63	-
TOTAL SURPLUS		55,604.54	55,549.91

The credit balance in the reserve account shall be used to make additional housing rehabilitation loans, in accordance with the procedures of Grantee's Housing Procedures Manual. Should the Grantee decide, at any time following the grant close-out, to discontinue its housing programs, it further agrees to return the balance plus and future repaid CDBG funds and the interest earned thereon, to the Department within ten working days from the end of each calendar year. Designated target areas for this grant include the Village of Pulaski, Howard, Denmark and the Town of Humboldt.

Brown County Housing Authority
Status of Funds
As of 9/30/10

ACCOUNT TITLE	YTD Actual	WHNCP	Annual Budget
REVENUE			
55 00 02 Housing Rehab Program			-
55 00 xx Interest	219.29		-
TOTAL REVENUE	219.29		-
EXPENSES			
55 00 01 Administration			-
55 00 xx Salaries and Wages	14.02		-
55 00 01 Staff Training	-		0.00
55 00 xx Audit	-		-
55 00 01 Misc	-		0.00
55 00 xx Employee Benefits	5.35		-
55 00 02 Housing Rehab Program	-		0.00
55 00 12 Navarino Adopt a Block Project			
55 00 15 610 Mather Street			
55 05 00 Langan Contract			
Fraud & Criminal Exp Costs			
Criminal Background Investigations			
Expense Costs			
Mileage Reimbursement			
TOTAL LANGAN CONTRACT	19.37		-
TOTAL EXPENSES			
SURPLUS			
Reserved Surplus - 12/31/09	99,198.74		99,198.74
Provision for Reserve	199.92		0.00
TOTAL SURPLUS	99,398.66		99,198.74

The credit balance in the reserve account shall be used for additional deferred payment loans, or other housing related activities if the sponsor is not actively involved in housing rehabilitation at the time the loan is repaid.

Brown County Housing Authority
Status of Funds
As of 9/30/10

ACCOUNT TITLE	YTD Actual	Rental Rehab	Annual Budget
REVENUE			
56 00 01 Interest on Investments	7.98		
56 00 02 Rental Rehabilitation			
TOTAL REVENUE	7.98		-
EXPENSES			
56 00 01 Administration			
56 00 01 Miscellaneous			
56 00 02 Rental Rehabilitation			
56 00 xx Audit			
56 00 04 New Franken Rd	-		
TOTAL EXPENSES	-		-
SURPLUS			
Reserved Surplus - 12/31/09	3,958.39		3,958.39
Provision for Reserve	7.98		-
TOTAL SURPLUS	3,966.37		3,958.39

The credit balance in the reserve account is subject to all the requirements for the program listed in 24 C.F.R. 511.10 and 511.11. Program income may not be used for administrative expenses. Program income may be used for providing rental assistance to lower-income tenants in properties rehabilitated through WRRP.

Brown County Housing Authority
Status of Funds
As of 9/30/10

ACCOUNT TITLE	YTD Actual	Revenue Bond	Annual Budget
REVENUE			
57 00 00 3610 Interest on General Fund Inv.		1,198.26	-
57 00 00 xxxx Bond Fees			-
TOTAL REVENUE		1,198.26	-
EXPENSES			
57 00 00 4110 Salaries & Wages	19.39		-
57 00 00 4170 Accounting & Auditing	-		-
57 00 00 4199 Sundry Admin - Miscellaneous	9,250.00		-
57 00 00 4430 Contract Costs	1,500.00		-
57 00 00 4540 Employee Benefit Contributions	4.41		-
57 00 00 xxxx Automobile			-
57 00 00 4800 Depreciation Expense			-
57 00 02 5190 Special Development - Home Ownership Center			-
TOTAL EXPENSES	10,773.80		-
SURPLUS			
Reserved Surplus - 12/31/08	596,025.65		596,025.65
Provision for Reserve	(9,575.54)		-
TOTAL SURPLUS	586,450.11		596,025.65

The credit balance in the reserve account is subject to State and Local laws on use of public funds.

Brown County Housing Authority
Status of Funds
As of 9/30/10

ACCOUNT TITLE	YTD Actual	WHEDA	Annual Budget
REVENUE			
58 00 01 WHEDA Grant			
58 00 xx Interest		109.53	
58 00 xx Loan Repayments		289.09	
TOTAL REVENUE		398.62	-
EXPENSES			
Audit Fees			
Misc			
TOTAL EXPENSES		-	-
SURPLUS			
Reserved Surplus - 12/31/09	56,998.14		56,998.14
Provision for Reserve		398.62	-
TOTAL SURPLUS	57,396.76		56,998.14

The credit balance in the reserve account has the following restriction: In the event that within a 10-year period following the contract expiration date, September 30, 1988, the project is sold or converted to a use other than that stated in the grant application, or which has not been previously authorized by WHEDA, the Grantee agrees to repay THE WHEDA Foundation, Inc. the lessor of the original grant award or the gain realized from the sale or conversion of the project.

**Brown County Housing Authority
Status of Funds**

Account Title	YTD Actual	HCRI	Annual Budget
REVENUE			
State Revenue			
Loan Repayments			
Interest on Investments	365.91		-
TOTAL REVENUE	<u>365.91</u>		<u>-</u>
EXPENSES			
Salaries and Wages			-
Employee Benefit Contributions			-
Audit Fees	-		0.00
Misc			
Rent Assistance			
Security Deposit Assistance			
Down Payment Assistance			
Closing Cost Assistance	-		-
TOTAL EXPENSES	<u>-</u>		<u>-</u>
SURPLUS			
Reserved Surplus - 12/31/08	176,375.65		176,375.65
Provision for Reserve	365.91		-
TOTAL SURPLUS	<u>176,741.56</u>		<u>176,375.65</u>

The credit balance in this reserve account shall be used for low-income housing purposes consistent with this agreement. If at anytime changes in the use of program income are considered, the contractor will submit to the Department for approval a plan detailing the proposed uses of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calendar year.

Brown County Housing Authority
Status of Funds
As of 9/30/10

	Account Title	YTD Actual	Rental Energy Program Annual Budget
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REVENUE

Loan Repayments

Interest on Investments

TOTAL REVENUE

-

-

EXPENSES

Audit Expense

Misc

TOTAL EXPENSES

-

-

SURPLUS

Reserved Surplus - 12/31/09

49,308.23

49,308.23

Provision for Reserve

-

-

TOTAL SURPLUS

49,308.23

49,308.23

The credit balance in this reserve account shall be used for low-income housing purposes consistent with this agreement. If at anytime changes in the use of program income are considered, the contractor will submit to the Department for approval a plan detailing the proposed uses of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calendar year.

Brown County Housing Authority
Status of Funds
As of 9/30/10

ACCOUNT TITLE	70		73		74	
	1999 HOME		Repaid MHA		Repaid CHDO Qual	
	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget
REVENUE						
HOME Revenue						
State Revenue						
Loan Repayments						
TOTAL REVENUE	-	-	-	-	-	-
EXPENSES						
Administration						
Audit Expense						
Acquisition for Rehabilitation						
Home Buyer Assistance						
TOTAL EXPENSES	-	-	-	-	-	-
SURPLUS						
Reserved Surplus - 12/31/09	17,310.00		25,230.00		114,200.00	
Provision for Reserve	-	-	-	-	-	-
TOTAL SURPLUS	17,310.00	-	25,230.00	-	114,200.00	-

The credit balance in this reserve account is subject to all requirements for the program listed in 24 CFR 92. The contractor must certify that all program income will be recorded and will be used for low-income housing purposes consistent with this Contract. If at any time changes in the use of program income are considered, the Contractor will submit to the Department for approval a plan detailing the proposed use of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calendar year.